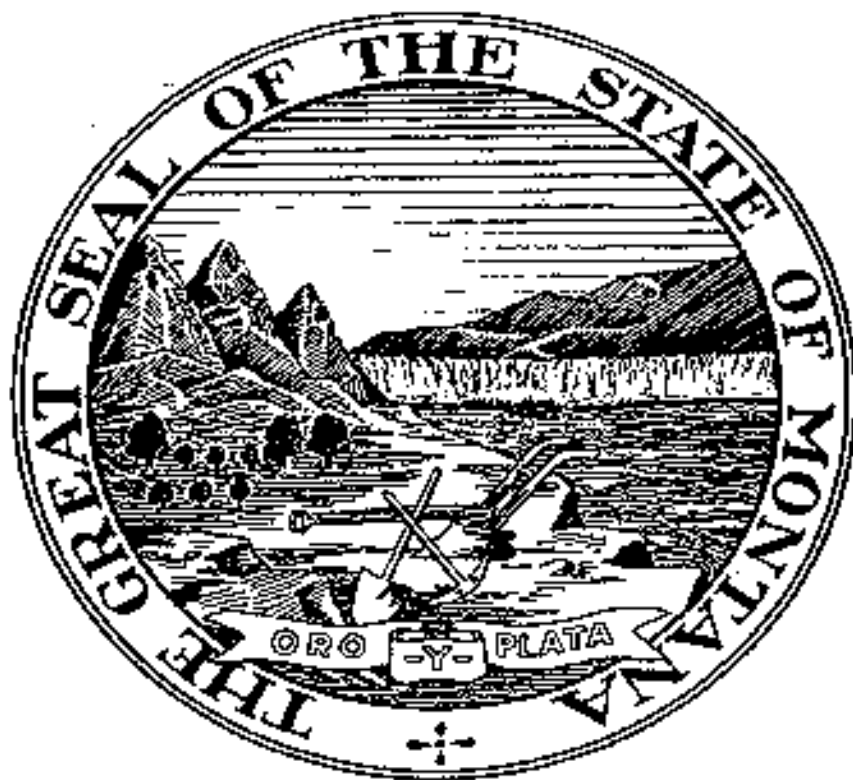


Guidelines for Effective Safety Meetings

Occupational Safety and Health Bureau



Montana Department of Labor and Industry

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Guidelines for Effective Safety Meetings

Use these six guidelines to help you in planning and evaluating your next safety meeting:

1. **CHOOSE A COMMON PROBLEM** that can be broken down into specifics. It should involve as many people as possible and be a problem that can be controlled within your department.
2. **LIMIT DISCUSSION** to a single hazard per meeting. Develop and explain reasons why the problem exists. Give your solutions and ask for suggestions from the people closest to it.
3. **DEVELOP A COMPREHENSIVE PLAN** to eliminate the problem.
- 4.. **DISCUSS ANY NEW SAFETY PROCEDURES** to be adopted and listen to objections concerning them. Get agreement on the ways to enforce the rules.
5. **ARRANGE FOR A SCHEDULE OF FOLLOW-UP CHECKS** to assure observance of the safety recommendations agreed upon.
6. **PREPARE A SUMMARY** of the meeting and all the points brought up by your group. Go over the list to see that you answered all objections fully and satisfactorily. Be sure to give consideration to all suggestions made at the meeting.

Function of Safety Committees

A safety committee can be set up to carry out the following basic functions:

1. Discuss safety policies and recommend their adopting by management.
2. Discover unsafe conditions and practices and determine their remedies.
3. Work to obtain results by having its management-approved recommendations put into practice.
4. Teach safety to the committee members, who in turn will teach safety to the entire personnel of the company.

In addition to these functions, safety committees can be organized for the following purposes:

1. To arouse and maintain the interest of superintendents, foreman, and group leaders, and to keep them informed on safety matters.
2. To arouse and maintain the interest of workers and convince them that their cooperation is needed to prevent accidents.
3. To make safety activities an integral part of operating policies and methods and a function of operations.
4. To provide an opportunity for free discussion of accident problems and preventive measures. (A suggestion system may be used to obtain information from workers on unsafe conditions.)
5. To help the operating manager evaluate safety suggestions.

The work of a committee may be better accomplished in a prompt, effective, and orderly manner if a representative to top management serves as chairman.

The committee as a whole helps to (a) better inform management by presenting objectives and problems, (b) familiarize chosen staff members with safety affairs, (c) bring together various view points for discussion, and (d) promote interest in and cooperation for safety among the committee members themselves.

Effective Committee Meetings

The following is presented as a suggested order of business that may be adopted for safety committee meetings in general:

1. **CALL TO ORDER.** The meeting should be called to order promptly at the appointed time.
2. **ROLL CALL BY THE SECRETARY.** Names of members and others present should be recorded. Members who cannot attend should notify the secretary in advance, and the reasons for absence should be noted in the minutes.
3. **INTRODUCTION OF VISITORS.**
4. **MINUTES** of the previous-meeting should be read and corrections made. (This item can sometimes be waived.)
5. **UNFINISHED BUSINESS.** All meetings on which definite decisions have not been made are brought up for reconsideration.
6. **REVIEW OF ACCIDENTS AND STATISTICS.** Classification by cause should be determined and approved. Responsibility should be determined for every accident, and preventive measures discussed.
7. **SAFETY EDUCATION.** When it is desired and time permits, the chairman should request a member to speak at the-next meeting. The subject to be discussed should be recorded in the minutes. Other programs can be scheduled.
8. **INSPECTION AND RECOMMENDATION.** An inspection of the facility should be made at regular intervals, sometimes by a sub-committee. A record of the inspection time, territory covered, unsafe conditions found, and recommendations made should be included in the minutes. Definite action, not necessarily favorable, should be taken on recommendations and reported to the committee.
9. **POSTERS.** The chairman should question each member as to the condition of bulletin boards in the jurisdiction of the committee. Posters are useful in obtaining subject matter for meetings.

10. **NEW BUSINESS.** The chairman should appoint sub-committees to arrange for:

- (a) Competition between departments or plants.
- (b) Special no-accident weeks or months.
- (c) Safety rally programs.
- (d) Speakers from outside the plant.
- (e) Accident statistics.
- (f) Revision of Safety Rules and shop practices.

11. **ADJOURNMENT.**

Minutes should be taken, prepared, and circulated by the secretary, after approval by the chairman. The minutes are of great importance since they are often sent to others besides committee members, especially top management. The minutes must record accurately all decisions made and actions taken, since they serve as a means of keeping management informed of the group's work and as a follow up.

Safety Meetings

Date: _____

Company Name: _____ Conducted By: _____

Items Discussed:

Follow-up Needs:

Signature of Employees:

[illegible]